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June 7, 2010  
Addendum No. 2  
to

Request for Proposals dated May 10, 2010,  
as amended by Addendum #1 on May 24, 2010  
for **Climate Initiatives Program Evaluation**

Dear Consultant:

This letter is Addendum No. 2 to the Climate Initiatives Program Evaluation Request for Proposals (RFP) dated May 10, 2010, as amended by Addendum #1, dated May 24, 2010. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1	RFP Section IV.G, Cost Proposal, page 8, is amended to add a new section 3	<i>3. In addition to the task and line item budgets, MTC requests proposers to provide fully loaded hourly rates applicable to time and materials task orders; a description of all other expenses that would be passed along to MTC; and a description of increases in hourly rates during the prospective four year term of the resulting contract.</i>
2	RFP, Section V, page 9	The evaluation criteria are amended to read:  1. Individual and team expertise and experience providing technical consulting services that demonstrates the proposers possess the qualifications needed to successfully carry out the project, as described in <i>Section II, Proposer Minimum Qualifications and Requirements</i> .  2. Approach to completing the project, including but not limited to: understanding of the need, requirements, and timeline for conducting the program evaluation; proposed approach to project tasks; project management plan (including resource allocation by task); quality control and quality assurances; cost control ideas; insight on potential obstacles to Scope of Work completion; and approach to issue resolution.

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
2 (cont.)		<p>3. Cost effectiveness, including hours and appropriateness of personnel assigned to each task; extent and sufficiency of commitment of key personnel; approach to and cost efficiency of required travel for non-local personnel; hourly rates, including basis for escalation over term of contract; additional expenses to MTC, including travel; reasonableness and appropriateness of preliminary task budget.</p> <p>4. <i>Writing and oral c</i>ommunication skills (as described in <i>Section II, Proposer Minimum Qualifications and Requirements</i>), based on proposal and interview, if held.</p>
3	Appendix D-1, Page 26	Appendix D-1, Insurance Requirements, is deleted in its entirety and replaced with the attached.

The remaining provisions of the RFP, dated May 10, 2010, as amended by Addendum #1 on May 24, 2010, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Any questions concerning this addendum to the RFP should be directed to Ashley Nguyen, Project Manager, at (510) 817-5809 or [anguyen@mtc.ca.gov](mailto:anguyen@mtc.ca.gov).

Sincerely,



Ann Flemer  
Deputy Executive Director, Policy

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## APPENDIX D-1, INSURANCE REQUIREMENTS

**Minimum Insurance Coverages.** CONSULTANT shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best's rating of A-X or better.

Yes (✓)	<b>Please certify by checking the boxes at left that required coverages will be provided within five (5) days of MTC's notice to firm that it is the successful proposer.</b>
—	<u>Workers' Compensation Insurance</u> in the amount required by the applicable laws, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per occurrence, and any and all other coverage of CONSULTANT's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of MTC. Such Workers Compensation & Employers Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor with no employees.
—	<u>Commercial General Liability Insurance</u> for Bodily Injury and Property Damage liability, covering the operations of CONSULTANT and CONSULTANT's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Expense for Indemnitee's defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form.  MTC, and its commissioners, officers, representatives, agents and employees are to be named as additional insureds. Such insurance as afforded by this endorsement shall be primary as respects any claims, losses or liability arising directly or indirectly from CONSULTANT's operations.
—	<u>Business Automobile Insurance</u> for all automobiles owned, used or maintained by CONSULTANT and CONSULTANT's officers, agents and employees, including but not limited to owned, leased, non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence.
—	<del><u>Umbrella Insurance</u> in the amount of \$5,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance.</del>
—	<u>Errors and Omissions Professional Liability Insurance</u> (if applicable) in an amount no less than \$2,000,000. If such policy is written on a "Claims-Made" (rather than an "occurrence") basis, CONSULTANT agrees to maintain

	continuous coverage in effect from the date of the commencement of services to at least <del>two (2)</del> <del>three (3)</del> years beyond the termination or completion of services or until expiration of any applicable statute of limitations, whichever is longer. The policy shall provide coverage for all work performed by the CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the CONSULTANT. No contract or agreement between the CONSULTANT and any subcontractor/consultant shall relieve the CONSULTANT of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by the CONSULTANT and any subcontractor/consultant working on behalf of the CONSULTANT on the project.
_____	<u>Property Insurance</u> covering CONSULTANT'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of MTC (if any), debris removal, and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" ("All Risk") that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of MTC. If such insurance coverage has a deductible, the CONSULTANT shall also be liable for the deductible.

**By signing below, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within five (5) days of MTC's notice to firm that it is the successful proposer.**

Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	
Date	

**NOTE: If you were unable to check "Yes" for any of the required minimum insurance coverages listed above, a request for exception to the appropriate insurance requirement(s) must be brought to MTC's attention no later than the date for protesting RFP provisions. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFP, compliance with the insurance requirements will be assumed.**